

2 June 1976

MEMORANDUM FOR: Component Personnel Officers
 FROM : [REDACTED]
 Chief, Staff Personnel Division
 SUBJECT : Vacancy Notices

STATINTL

1. We wish to determine the effectiveness and value of the Agency-wide Vacancy Notice System which was initiated as a voluntary program in January 1973. The intent of this system is to promote optimum use of existing manpower resources and to make information about assignment opportunities available to as many employees as possible in the spirit of the Personnel Approaches Study Group (PASG) recommendations made and implemented in the past several years. While we recognize that many positions will be filled by employees within a component as a result of effective planning for growth opportunities, desirable experience, etc., it is possible that many others could be filled by personnel from other offices and directorates. In the latter cases, the vacancy notice is meant to stimulate applications from which the best selection can be made. While the attached study of the system for the years 1973, 1974 and 1975 indicates that more vacancies were filled from outside the component than from within, the employee perceptions still appear to be that the system is "rigged".

2. The attached study (attachment A) indicates that the system has enjoyed some measure of acceptance by both managers and employees; it also shows, however, that there is a serious gap in the reporting which needs to be filled if we are to be able to determine with any accuracy, the effectiveness of the system. As you know, files often are referred directly from components without notifying PPB. In addition, applications for your vacancies from your own offices do not (nor need not) make the circuitous route through PPB. We, therefore, must rely on you to provide PPB with the statistics (and the names of the applicants of whom we are unaware) concerning your vacancies.

3. As you are aware, PPB calls your office at the time a vacancy notice is expiring to find out if the vacancy is to be removed from, or retained on, the active list. Since this call takes place either the day before, the day of, or the day after, expiration of the notice, the selection, if any, has not yet been

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made. This call is primarily to keep the bulletin board listings as up-to-date as possible and a second call is required later to gather the necessary information for the records. (This is where the serious gap is--note the "status unknown" categories for 1974 and 1975 on the attached statistical report.)

4. In order to assist us in the evaluation process, we would appreciate your cooperation in providing the information requested in attachment B. At the same time, we wish to enlist your assistance now to clear up as much of the past as possible, and in the future to avoid the problems of the past. Attached (attachment C)--for the past--is a listing of the vacancy notices published for your component on which we have incomplete information. We would appreciate your completing the blank spaces, to the extent that you have records to allow this--we are not asking for a research effort. We need to know:

- (a) The numbers of applicants for the vacancies;
- (b) If filled, whether from inside (IN) or outside (OUT) of your component;
- (c) If cancelled, the reason--no applicants at all (NO APPLS), unsuitable applicants (UNSUIT APPLS), or "Other" (explain);
- (d) If neither filled nor cancelled, indicate status under "Other".

5. For the future, we would appreciate your cooperation with the following procedure: at the time the final status of the vacancy is determined (which will most often be after PPB has already called in connection with the bulletin board listing update), please inform PPB of the following information (by phone, or by routing sheet note, speed letter, or whatever is most convenient for you):

- (a) The total number of applications received;
- (b) The names of those which came directly to your office without routing through PPB;
- (c) The component of the individual selected to fill the vacancy;
- (d) The status of the notice if no applications are received (i.e., withdrawing, recruiting from outside the Agency, notice to be reissued, etc.).

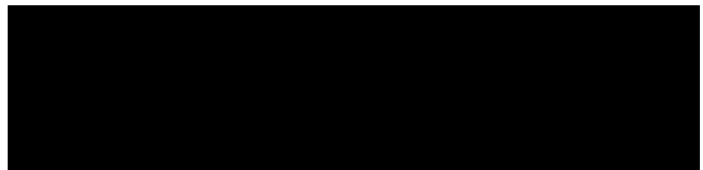
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6. The final important point is the need to provide timely information to those who apply for vacancies. No doubt you have heard many complaints from employees about having "never heard" about their applications. Some of you prefer to do your own "reject" letters and route them to the employee through PPB, which is a completely acceptable procedure. PPB will prepare "reject" notices on behalf of those components who do not wish to prepare them. For this, PPB will need the files of the applicants with an indication from you that they have not been selected for the vacancy.

7. With the information provided by you, we hope to be able to close the gaps and make the vacancy notice system work better both for the components and the employees. We would appreciate it if the questionnaire and vacancy listings could be returned to PPB by 18 June 1976.

STATINTL



Attachments

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VACANCY NOTICE STUDY

<u>Vacancy Notices Published</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>
Professional/Technical (P-T)	35	81	61
Clerical (CL)	32	101	103
Totals	67	182	164

A. SUMMARY OF NOTICES PUBLISHED BY DIRECTORATE/AREA

<u>Directorate/Area</u>	<u>1973</u>			<u>1974</u>			<u>1975</u>		
	<u>P-T</u>	<u>CL</u>	<u>TOT</u>	<u>P-T</u>	<u>CL</u>	<u>TOT</u>	<u>P-T</u>	<u>CL</u>	<u>TOT</u>
DCI	1	3	4	5	15	20	7	14	21
DDA	4	13	17	23	20	43	17	20	37
DDI	9	6	15	17	19	36	7	26	33
DDO	4	1	5	6	1	7	4	--	4
DDS&T	17	9	26	30	46	76	26	43	69
Totals	35	32	67	81	101	182	61	103	164

B. SUMMARY BY ACTION

<u>Action</u>	<u>1973</u>			<u>1974</u>			<u>1975</u>		
	<u>P-T</u>	<u>CL</u>	<u>TOT</u>	<u>P-T</u>	<u>CL</u>	<u>TOT</u>	<u>P-T</u>	<u>CL</u>	<u>TOT</u>
Filled-Inside*	2	2	4	5	3	8	11	17	28
Filled-Outside*	8	11	19	13	5	18	22	28	50
Filled-Unknown	9	3	12	21	22	43	--	--	--
No Appls-Reissue	--	--	--	--	--	--	--	3	3
No Appls-Cancel	2	9	11	6	13	19	1	--	1
Withdrawn to Reissue	--	--	--	--	--	--	1	2	3
Withdrawn-Not Filling	--	--	--	--	--	--	3	2	5
Recruiting from Outside	--	--	--	--	--	--	3	--	3
Status Unknown	12	5	17	30	56	86	15	44	59
No One Selected	2	2	4	1	--	1	--	--	--
Open (current at end of year)	--	--	--	5	2	7	5	7	12
Totals	35	32	67	81	101	182	61	103	164

* Inside-within advertising component
 Outside-from outside advertising component

VACANCY NOTICE SYSTEM SURVEY

COMPONENT: _____

1. How are the vacancy notices made available to your employees?

- ☐ circulation to sections
- ☐ posted in central location
- ☐ circulation to each employee
- ☐ other (explain)

REFERENCE

2. Do you screen the applications for vacancies in other components to determine that the qualifications of the applicants meet those required by the vacancy notice?

- ☐ yes
- ☐ no

3. In what manner would you prefer to receive applications for your vacancy notices?

- ☐ telephone call from the employee
- ☐ memorandum from the employee
- ☐ telephone call from component personnel officer or PPB
- ☐ formal vacancy application
- ☐ other (explain)

4. Do you usually interview the applicants for your vacancy notices?

- ☐ some (after screening of file)
- ☐ all

Do you consider the vacancy notice system effective in your component?

☐ yes

☐ no (explain)

6. Do you generally circulate an internal component or Directorate-wide notice before advertising vacancies Agency-wide?

☐ yes

☐ no

☐ sometimes

7. Do you have any idea how your component employees perceive the system? (Many employees have reported that they believe the advertised vacancies to be already filled and that components are only complying with a requirement to advertise.)

8. Have you any suggestions as to how to improve the system?

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

Approved For Release 2000/05/16 : CIA-RDP81-00261R000700010010-7

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	C/SPD	24 MAR 1976	<i>m</i>
2	DD/Pers 24 MAR 1976 ✓	24 MAR 1976	<i>CR</i>
3	<i>DI Pers</i> 25 MAR 1976		<i>J</i>
4			
5	DD/Pers/R&P	3/29/76	<i>Dik</i>
6	C/PPB		

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached, FYI, is a report concerning the Vacancy Notice system since it began in 1973. As noted in my November/December activities report, the problem area pointed out here -- "status unknown" -- needs attention. Percentages work out as follows: 1973: 35 of 67 filled: 47.7%; 1974: 69 of 182 filled: 37.9%; 1975: 78 of 164 filled: 47.5%, as of December 1975. This report will be updated to complete the information on the 12 jobs which were open as of the end of December.

2 - You m. jls get a couple of statistics for the 0830 mts.
B. L.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/PPB <i>i</i>	3/23/75
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FORM NO. 1-67

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Use previous editions

GPO : 1974 O - 535-857

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